



FPMT includes a variety of commonly used reports to support business needs for facilities planning/inventory and lease accounting requirements for facilities, land, and other assets.

- ✓ The list of available reports will be based on your user role/permissions. For example, agency accounting staff will have access to additional reports to support accounting reconciliation activities.

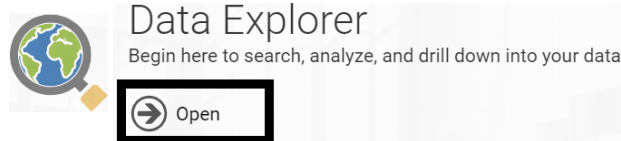
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Run Reports From Agency Menu

Most of the reports are available from the agency menu.

✓ The list of available reports will be based on your user role/permissions.

1. Select: Open.



2. Select: Search.



3. Select: Filter by.

→ FPMT will display a list of criteria.

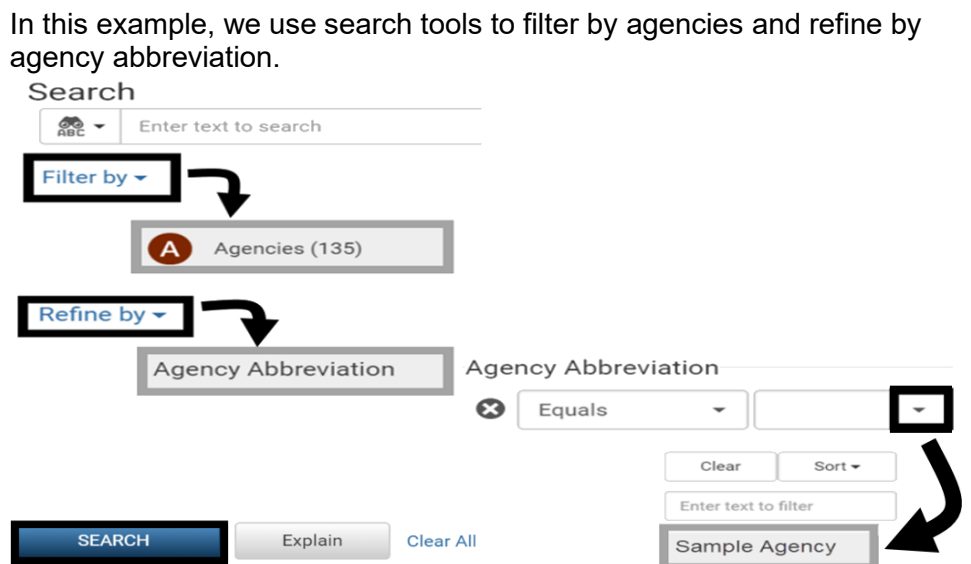
4. Select: Agencies.

5. Select: Refine by.

6. Select: Agency Abbreviation.

→ FPMT will display additional options depending on your search criteria.

7. Select: Search.



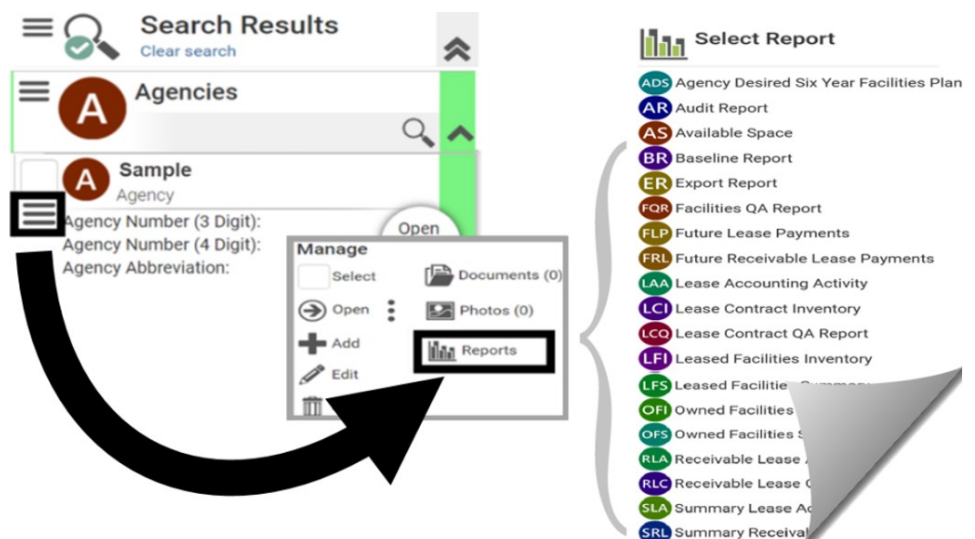
8. Select: Menu.

9. Select: Reports.

→ FPMT will display a list of reports.

10. Select: Report.

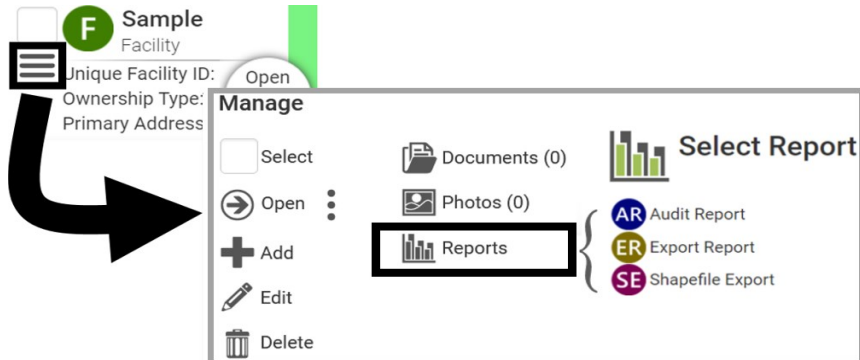
→ FPMT will provide additional options if needed after you select a report. For example, FPMT will prompt you to input fiscal year or other criteria if needed.



Run Reports From Facility Menu

The facility menu includes a limited amount of reports.

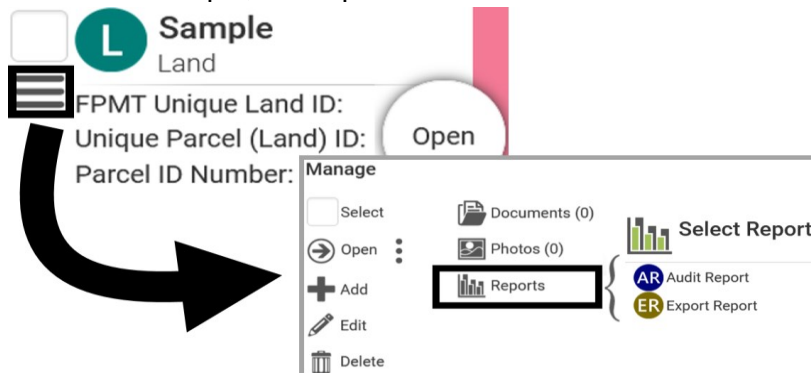
→ In this example, three reports are available from the facility menu.



Run Reports From Land Menu

The land menu includes a limited amount of reports.

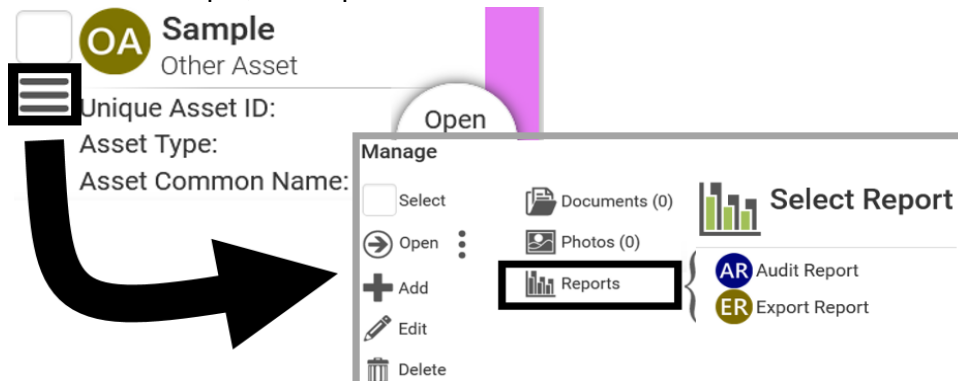
→ In this example, two reports are available from the land menu.



Run Reports From Other Asset Menu

The other asset menu includes a limited amount of reports.

→ In this example, two reports are available from the other asset menu.



List of Reports

Available reports will be based on your user role/permissions. For example, agency accounting staff will have access to additional reports to support accounting reconciliation activities

Report Name	Additional Information
Agency Desired Six-Year Facilities Plan	List of facilities in-scope for the six-year facilities plan. ✓ Provides information for anticipated space requirements and desired projects (new space, downsizing, major reconfiguration, etc.) during timeframe covered by six-year facilities plan.
Amortization Schedule	Amortization schedule of lease payments for a lease contract, including the balance of lease liabilities and lease assets.
Audit Report	List of changes made to a record (includes user who made changes).
Available Space	List of available space in a leased or owned facility.
Baseline Report	Overview of cost and occupancy data for facilities.
Export Report	Export list of attributes (data fields) to excel file format or access file format. ✓ Data will be truncated in excel if there are over 32,767 characters in a cell.
Facilities QA Report	Summary of common data errors for facility information (report results are separated into several different tabs so that you can review for data quality checks).
Future Lease Payments	Principal and interest requirements to maturity for each of the five subsequent fiscal years and in five-year increments thereafter for lease contracts.
Future Receivable Lease Payments	Principal and interest requirements to maturity for each of the five subsequent fiscal years and in five-year increments thereafter for receivable contracts.
Lease Abstract	Summary for facility lease contract. ✓ Lease abstracts are currently only available for facility lease contracts.
Lease Accounting Activity	Summary of lease accounting activity.
Lease Contract Inventory	List of active lease contracts.
Lease Contract QA Report	Summary of common data errors for lease/receivable lease contracts (report results are separated into several different sections so that you can review for data quality).
Leased Facilities Inventory	List of active leased facilities.
Leased Facilities Summary	Summary of active leased facilities (associated facility records must also be active to be included in this report). ✓ Provides high level metrics for six-year facilities plan.
Owned Facilities Inventory	List of active owned facilities, including unique facilities identifier (UFI) and other information (associated facility records must also be active to be included in this report).
Owned Facilities Summary	Summary of active owned facilities (associated facility records must also be active to be included in this report). ✓ Provides high level metrics for six-year facilities plan.
Property Lease Abstract	Summary for owned facility. ✓ Property abstracts are currently only available for owned facilities.
Receivable Lease Accounting Activity	Summary of receivable lease accounting activity.
Receivable Lease Contract Inventory	List of active receivable lease contracts.
Summary Lease Accounting	Summary of balances of lease liabilities by asset class, including a summary of balances of lease assets by asset class.
Summary Receivable Lease Accounting	Summary of balances of lease receivables by asset class, including a summary of balances of deferred inflow of resources by asset class.

Frequently Asked Questions

For additional information, contact the OFM Help Desk.

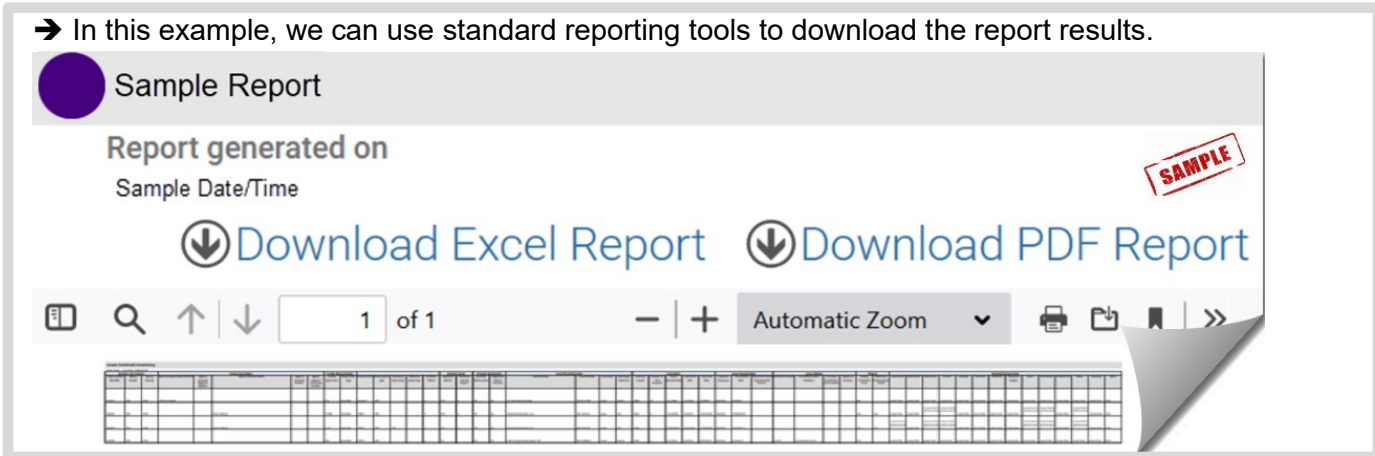


OFM Help Desk
HereToHelp@ofm.wa.gov
360.407.9100

Why do I need to download my report results?

FPMT will display the report results with options to download and print. In most cases, the report will include multiple columns of data so you will want to download the results to review the details or share the data.

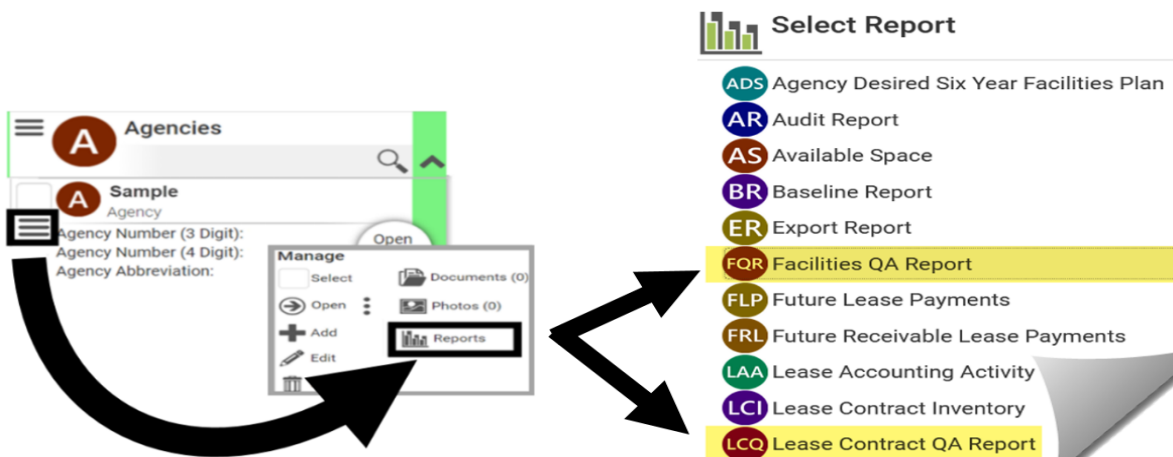
→ In this example, we can use standard reporting tools to download the report results.



Was the original QA report for facilities renamed?

The original quality assurance (QA) report for facilities has been replaced with two reports to meet current business needs for facilities and lease accounting requirements.

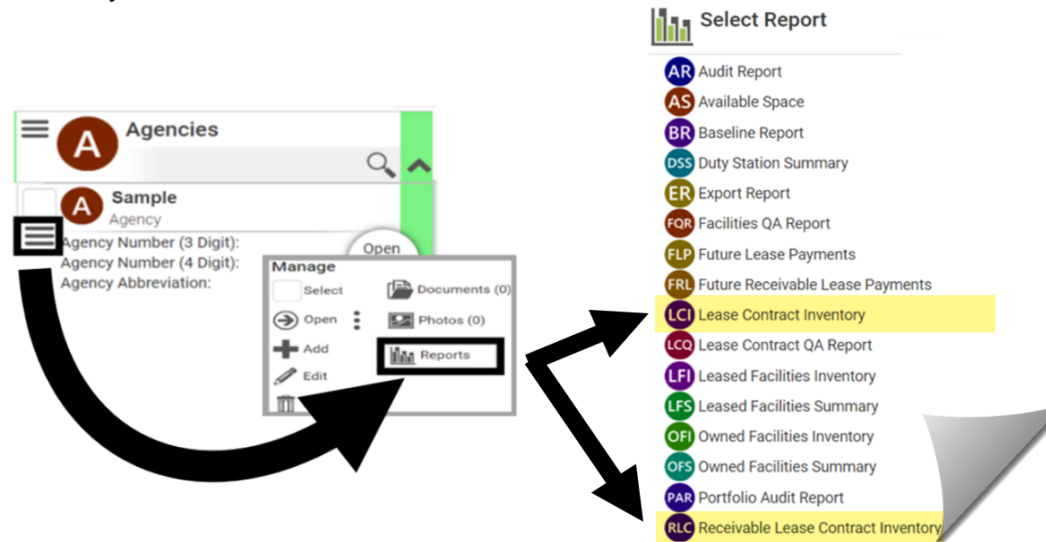
Report	Additional Information
Facilities QA	Includes data quality checks for facility data.
Lease Contract QA	Includes data quality checks for lease data (facility, land, other assets).



Which report should I use to get a quick list of active lease contracts?

Use the lease contract inventory report to get a list of active lease contracts or the receivable lease contract inventory report to get a list of active receivable lease contracts.

- ✓ This report is helpful if you want to use search options to find a specific lease contract or receivable lease contract and you don't have the contract number.



Select Report

- AR Audit Report
- AS Available Space
- BR Baseline Report
- DSS Duty Station Summary
- ER Export Report
- FQR Facilities QA Report
- FLP Future Lease Payments
- FRL Future Receivable Lease Payments
- LCI Lease Contract Inventory**
- LCQ Lease Contract QA Report
- LFI Leased Facilities Inventory
- LFS Leased Facilities Summary
- OFI Owned Facilities Inventory
- OFS Owned Facilities Summary
- PAR Portfolio Audit Report
- RLC Receivable Lease Contract Inventory**

Which report should I use to get a quick list of active unique facilities identifiers (UFI)?

Use the owned facilities inventory report to get a quick list of active unique facilities identifiers (UFI).

- ✓ This report is helpful if you want to use search options to find a specific owned facility and you don't have the UFI. Associated facilities records must also be active to be included in this report.



Select Report

- AR Audit Report
- AS Available Space
- BR Baseline Report
- DSS Duty Station Summary
- ER Export Report
- FQR Facilities QA Report
- FLP Future Lease Payments
- FRL Future Receivable Lease Payments
- LCI Lease Contract Inventory
- LCQ Lease Contract QA Report
- LFI Leased Facilities Inventory
- LFS Leased Facilities Summary
- OFI Owned Facilities Inventory**

What is a shapefile report?

Shapefile reports will export a .zip file (compressed file format) with information about geometry points where available.

- ✓ The shapefile report is available from several levels in FPMT (city, county, facility, land, legislative district, state portfolio level, etc.). If you run the report at a level that does not have geometry points specified, the downloaded report results will indicate none of the selected entities has geometry.

What is the audit report?

The audit report provides a list of changes made to a record. It includes information about the change (old value/new value), date/time of change, name of user who made the change, etc.

What is the export report?

The export report provides the option to export a list of attributes (data fields) to excel file format or access file format.

✓ Data will be truncated in excel if there are over 32,767 characters in a cell.

Where is the report for property abstracts?

Property abstracts are available from the list of reports for owned facilities.

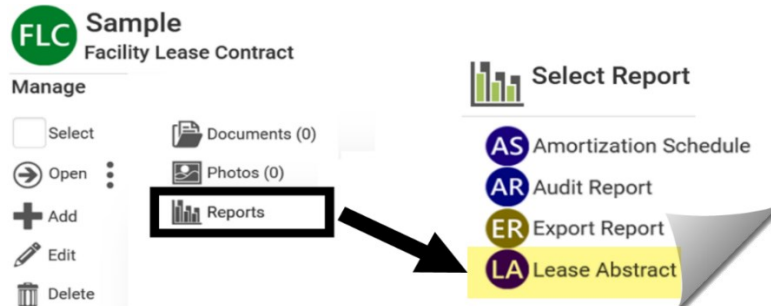
✓ Property abstracts are currently only available for owned facilities.



Where is the report for lease abstracts?

Lease abstracts are available from the list of reports for facility lease contracts.

✓ Lease abstracts are currently only available for facility leases.



Where is the report for amortization schedules?

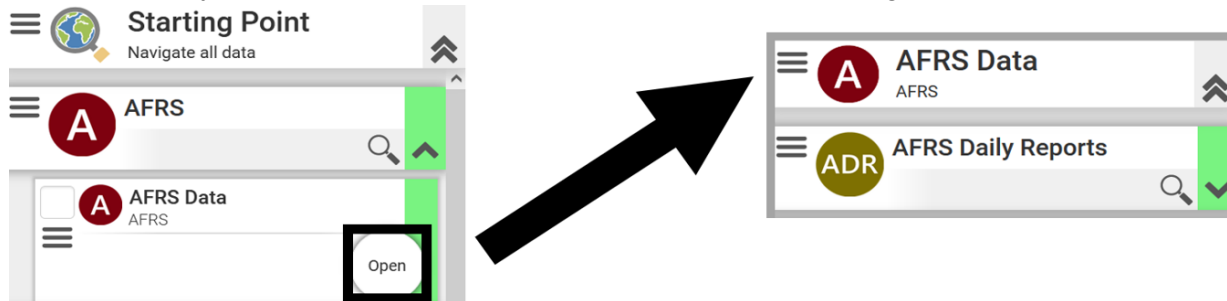
Amortization schedules are available from the list of reports for lease/receivable lease contracts.

✓ Amortization schedules are available for lease/receivable contracts (facility, land, other assets).



Where are the AFRS-related daily reports?

The AFRS daily reports will be available for users with an accounting role.



→ In this example, we use the search options to find an AFRS daily report so that we can use the menu to select the documents and review the data in the report.



When should I run reports at the State of Washington portfolio level?

It depends on your business need. For example, you will run the space report from the State of Washington menu if you need information about available space at the statewide portfolio level. If you only need information about available space for a specific agency, then you will run the space report from the agency menu.

